



**Request for Proposal (RFP) for  
Selection of Agency for Tourism Promotional Materials (Single  
Sheet Maps of Tourist Destinations & Tourism Circuits) for Bihar  
Tourism**

**Directorate of Tourism, Government of Bihar,  
Extension Building, Main Secretariat, Patna-800015**

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## **DISCLAIMER**

While this Request for Proposal document ("RFP") has been prepared in good faith, neither Directorate of Tourism (DoT) nor its employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of Information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP, even if any loss or damage is caused by any act or omission on their part.

This document is not transferable, and this RFP does not purport to contain all the information that each Bidder may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the bidding process for the selection of the Successful Bidder for this Project. Each Bidder should conduct their own investigations and analysis and check the accuracy, reliability, and completeness of the information in this document and obtain independent advice from appropriate sources.

The information presented in this RFP and in any report or other information provided by the DoT is provided solely for the convenience of the interested parties. Though adequate care has been taken while preparing this Bid Document, it is the responsibility of interested parties to assure themselves that the information contained in this RFP or other documents is accurate and complete for its intended purpose. DoT or its members provide no representations, assurances, or warranties pertaining to the accuracy of such information.

DOT may modify, amend, reject, or supplement this RFP document in accordance with norms and procedures and as per the requirement of the project. DOT reserves the right to waive any irregularity in the proposal (RFP) and DOT makes it clear that the RFP is not an offer/ Agreement.

Neither DOT nor its employees shall be liable to any Bidder or any other person under any law including the law of Agreement, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this RFP document, or any matter that may be deemed to form part of this RFP document, or the award of the Agreement, or any other information supplied by DOT or their employees or consultants or otherwise arising in any way from the selection process for the award of the Agreement for the Project.

DOT is not bound to accept any or all the Proposals. DOT reserves the right to reject any or all the Proposals without assigning any reasons. No Bidder shall have any cause for action or claim against DOT or its officers, employees, successors, or assignees for rejection of their bid. The RFP submitted by the bidder will be the property of DOT.

## Glossary

Abbreviation/ Terms	Details
<b>Authorized Signatory</b>	The bidder's representative / officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
<b>Bid</b>	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal, or quotation in electronic format
<b>Bid Security/ Earnest Money Deposit (EMD)</b>	A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents. EMD is refundable
<b>Bidder</b>	Any person/ firm/ agency/ company/ contractor/ vendor participating in the bidding process with the procurement entity
<b>Bidding Document</b>	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid
<b>Tender Fee/ Cost of Bid document</b>	Cost of RFP document non-refundable in nature
<b>Competent Authority</b>	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. Deputy Director, Tourism Directorate, Department of Tourism in this bidding document.
<b>Contract</b>	"Contract" means a legally enforceable agreement entered between the Procuring entity and the selected bidder(s) with mutual obligations.
<b>LD</b>	Liquidated Damages
<b>Lol</b>	Letter of Intent
<b>Notification</b>	A notification published in the Official Gazette
<b>PAN</b>	Permanent Account Number
<b>Procurement Process</b>	The process of procurement extending from the issue of invitation to Bid till the award of the procurement contract or cancellation of the procurement process, as the case may be
<b>Project Period</b>	The project duration as per the RFP and the contract agreement

Abbreviation/ Terms	Details
<b>Purchaser/ Tendering Authority/ Procuring Entity</b>	Person or entity that is a recipient of a good or service provided by a seller (bidder) under a purchase order or contract of sale, also called buyer. DoT in this BID document.
<b>Services</b>	Any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a procuring entity
<b>State Government</b>	Government of Bihar (GoB)
<b>GST</b>	Goods and Service Tax
<b>WO/ PO</b>	Work Order/ Purchase Order
<b>Selected Agency/ Selected Bidder/ Service Provider</b>	Agency selected for award of project
<b>DoT/ "Authority"</b>	Tourism Directorate, Department of Tourism, Government of Bihar

## FACT SHEET

Activity	Scheduled Date
Non-refundable cost of RFP document	INR 5000/- (INR Five Thousand Only) – Non-Refundable
Earnest Money Deposit (EMD)	INR 100,000/- (INR One Lakh only) – Refundable
Last date for submission of queries	24/07/2023; 2:00 PM
Prebid meeting	<b>Venue:</b> Conference Hall, Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015 <b>Date and Time: 24/07/2023; 3:00 PM</b>
Last date of submission of Proposal by Bidders	08/08/2023; 01:00 PM
Date and time for opening of General cum Technical bids	08/08/2023; 03:00 PM
Opening of financial bids	Date to be decided
Finalization of agency	Date to be decided
Address for Bid Submission	Director Tourism Government of Bihar, 1 <sup>st</sup> Floor, B-Block, Extension Bhawan, Main Secretariat, Patna-800015 email - <a href="mailto:directortourismbihar@gmail.com">directortourismbihar@gmail.com</a> Tel.- +91-612-2217045
Website	<b><a href="https://tourism.bihar.gov.in">https://tourism.bihar.gov.in</a></b>

## 1. BACKGROUND

Department of Tourism, Government of Bihar is responsible for promoting tourism in Bihar. Bihar Tourism since its inception has been working towards the development and promotion of tourism in the State. Government of Bihar in its endeavor to promote tourism has identified Tourism as one of the priority sectors for development in the state.

Bihar has been home to cultural heritage of Hinduism, Buddhism, Jainism, and Islam. Innumerable monuments, exquisitely carved temples and stupas are dotted all over the State. The State attracts substantial number of foreign and domestic tourists every year. Department of Tourism (DOT) intends to promote the state as a round-the-year tourist destination using different media to promote its rich culture and heritage and showcase the tourist attractions in Bihar at the global stage.

DoT now intends to engage agency who would prepare Single Sheet Maps of Tourist Destinations & Tourism Circuits of Bihar (To the Scale) printed in English with the objective of facilitating International and Domestic Tourists visiting Bihar and providing them handy information about the various Tourist Destinations & Tourism Circuits of Bihar.

## 2. SCOPE OF WORK

The scope of services to be provided by the Agency as described below is general but is not exhaustive i.e., does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from.

The scope of services shall also be governed by the provisions of the contract (the “Contract”) to be entered into between the Agency and DoT which sets forth the detailed terms and conditions for grant of the right to the Agency (the “Right”). There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects.

### 2.1 Detailed Scope of Work

Department of Tourism, Government of Bihar proposes to have Single Sheet Maps of Tourist Destinations & Tourism Circuits of Bihar (To the Scale) printed in English with the objective of facilitating International and Domestic Tourists visiting Bihar and providing them handy information about the various Tourist Destinations & Tourism Circuits of Bihar through the e-tendering process. The tender document can be downloaded from <https://tourism.bihar.gov.in>

The maps must be of the highest standard, Scaled, and at par with the international standards of mapping using Geographic Information System (herein referred to as GIS) technology.

### **Single sheet maps that need to be developed & printed are as follows:**

1. Bihar State Tourist Map
2. Ramayana Circuit Map
3. Buddhist Circuit Map
4. Jain Circuit Map
5. Sufi Circuit Map

6. Sikh Circuit Map
7. Eco-Tourism Circuit Map
8. Heritage City-Gaya & Bodh Gaya Tourist Map
9. Nalanda & Rajgir Tourist Map
10. Walk Map of Nalanda Archaeological Site
11. Walk Map of Bodh Gaya Temple Complex
12. Walk Map of Patna Zoo
13. Walk Map of Rajgir Wildlife Safari
14. Patna Tourist Map
15. Crafts, Culture & Cuisines of Bihar
16. Wildlife & Bird sanctuaries of Bihar

The successful Bidder/Bidding Firm will provide 10,000 copies of each of the above-mentioned Tourist Destinations & Tourism Circuits.

The tasks to be performed are as under:

**A. Designing and production of Single Sheet Maps of Tourist Destinations & Tourism Circuits of Bihar (To the Scale) including:**

- Design of Tourist Destinations & Tourism Circuits maps of Bihar in English featuring various tourist attractions, monuments, stadia, shopping areas, malls, parks, ridge areas, protected forests, wildlife & bird sanctuaries, major hotels, Airports, Railway Stations, Major Bus Stands, ISBT, Museums, B&B establishments, Tourist Information centers, public conveniences, Museums, Educational Institutions etc.
- Information about important places of Tourist interest and other facilities that fall in those Tourist Destinations & Tourism Circuits of Bihar.
- Proposed maps should have legends and indexing about the places of tourist interest, services, Utilities, etc. with their phone numbers.
- Important Telephone Numbers and emergency Numbers and the correctness of phone numbers must be ascertained by the agency.
- Photographs of tourist attractions and international icons of the services etc.
- Maps must be to the scale and correctness to positioning/placement of the places etc.
- On the other side of the single sheet map, there should be content-based relevant information for tourists of that Tourist Destination/ Tourism Circuit of Bihar.

**B. Printing of Single Sheet Maps of Tourist Destinations & Tourism Circuits of Bihar as per following technical specifications**

- Size of paper: 17" X 21" (open size) Closed size: 2.75 inches x 3.50 inches (after folds) Paper: 100 GSM Art Paper
- Folds: 7 + 4
- Cover: 350 GSM, matt art card hard cover Size: 3 inches x 4 inches approx.
- Color: 4 + 4
- Quantity: 10,000 (Ten Thousand) copies of each Tourist Destination & Tourism Circuit of Bihar



## 2.2 Other Conditions

- The agency must have a dedicated team of professionals including cartographers, copywriters, etc. for timely designing and supply of the maps.
- The agency will be required to submit the machine proof of both the maps and content within a period of 30 working days of receipt of the contract. Thereafter the agency will be required to deliver the total quantity of the Maps within a period of 30 days of approval of the machine proof.
- The design etc. submitted for approval should be original and have not been used before by the agency.
- Department of Tourism, Government of Bihar shall approve the final designs of maps before they are printed.
- Penalty for delay in submission of deliverable shall be as follows:

Delay	Penalty
2 weeks	1% of the cost of the contract
4 weeks	5% of the cost of the contract
More than 4 weeks	<ul style="list-style-type: none"> <li>• Up to 10% of the value of the contract</li> <li>• Department may also forfeit the performance security and cancel the work order and award the work to next best bidder</li> </ul>

### Note

- Extension may be provided to the selected agency for completion of tasks subject to approval by Department of Tourism, Bihar

## 3. General Eligibility Criteria

No.	Criteria	Documentary Evidence
I	<b>Registered Entity</b>	
	The Bidder should be in operation for a minimum period of Five years JV/ Consortium are not allowed.	<ul style="list-style-type: none"> <li>• Copy of Registration certificate</li> <li>• Information to be provided in <b>Annexure 2</b></li> </ul>
II	<b>PAN and GST Registration</b>	
	The bidder must have PAN and GST Number	Copy of PAN card and GST Certificate
III	<b>Non- Blacklisting</b>	
	The bidder must not be blacklisted or debarred from any Central / state Government organization	<b>Notarized Affidavit</b> of non-blacklisting
IV	<b>Turnover Details</b>	
	The bidder must have an average annual turnover of more than Rs. Five (5) Crore in the preceding three financial years ending	<ul style="list-style-type: none"> <li>• Audited Financial statement</li> <li>• Certificate from the statutory auditor to be provided as per <b>Annexure 3</b> on</li> </ul>

No.	Criteria	Documentary Evidence
	31st March 2023	Auditor's letter head
V	<b>Experience</b>	
	<ul style="list-style-type: none"> <li>The Bidder should have experience in cartography/ designing/printing of maps of country /city/ region/state based on GIS technology</li> </ul>	<ul style="list-style-type: none"> <li>Work Order/ Letter of Intent/ Letter of Award and duly certified by authorized signatory of the bidding company</li> <li>Information to be provided as per <b>Annexure 4.1</b></li> </ul>
	<ul style="list-style-type: none"> <li>The bidder must have executed at least one order of minimum value of Rs. 15 Lakhs for designing and/or printing of maps for any central government/state government/PSU of India.</li> </ul>	<ul style="list-style-type: none"> <li>Work Order/ Letter of Intent/ Letter of Award and duly certified by authorized signatory of the bidding company</li> <li>Information to be provided as per <b>Annexure 4.2</b></li> </ul>

#### 4. DETAILS OF THE TECHNICAL BID TO BE SUBMITTED BY THE APPLICANTS

The application shall be submitted in sealed envelope superscribed "TECHNICAL BID". Following details are to be submitted by the agency along with the application.

1. EMD and Tender Fee
2. Letter of Submission (Annexure '1')
3. Name and address of firm/ individual along with Registration No. and years of operation (Annexure '2')
4. Turnover Certificate from Auditor with turnover details with Copy of audited Financial Statement for the last 3 Financial Years (Annexure '3') ending 31<sup>st</sup> March 2023
5. List of projects undertaken by the agency in the prescribed proforma attached (Annexure 4.1 and 4.2) for each category of projects. The list of projects must fulfill eligibility and technical evaluation criteria.
6. PAN, GST, Registration Certificate, MSME Registration (if applicable)
7. All the documentary evidence as directed in Section 3 – "**Eligibility Criteria**". The documents should be attached in the proper designated place.

#### 5. SUBMISSION OF BIDS

1. The 'ORIGINAL' proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initiated by the person or persons who sign(s) the Proposals.
2. All pages of the 'ORIGINAL' Proposal shall be signed by the eligible authority.

3. The Proposal should be submitted in ORIGINAL in a sealed envelope and containing all the above details marked 'TECHNICAL BID', along with the cost of document and EMD (refer to Fact Sheet)
4. Complete proposal must be delivered on or before the Bid Due Date and time.

### Correspondence/ Pre - bid queries

Bidders requiring specific points of clarification may communicate with DoT during the period specified under "FACT SHEET". The queries can be submitted by email at: [directortourismbihar@gmail.com](mailto:directortourismbihar@gmail.com) in the format\* given below with the subject of the e-mail mentioned as {Pre-bid Query for Agencies - "Company Name"}

Bidders Request for Clarification		
Name of Organization submitting request	Name and Position of person submitting request	Details of person and organization
		Address: Tel/ Mobile: E-mail:

S. No	Bidding Document Reference (Number//Page)	Content of RFP requiring Clarification	Points of Clarification Required	Suggestions (If Any)
1				
2				
3				

\*To be submitted in both PDF (signed by authorized signatory) and editable MS-Excel file format.

### Sealing and marking of RFP

The envelope shall clearly bear the following identification:

- I. Technical Proposal for Agencies with Department of Tourism, Government of Bihar
  - To,
  - Director
  - Tourism Directorate, Department of Tourism,
  - Government of Bihar,
  - Main Secretariat, Patna-800015
  - email - [directortourismbihar@gmail.com](mailto:directortourismbihar@gmail.com)
  - Tel.- +91 0612-2217045
  - From: The name, address, and phone number of the bidder

## 6. BID SECURITY

1. Proposals must be accompanied by a 'Bid Security' (EMD) (For details of EMD refer to "FACT

- SHEET”). The Bid Security must be kept valid throughout the Proposal Validity Period and shall be required to be extended if required by DOT.
2. The Bid Security shall be in the form of a Demand draft/ Bank Guarantee in favor of the ‘Director Tourism, drawn on any scheduled Bank payable at Patna.
  3. The Bid Security shall be returned to the unsuccessful Bidders after the signing of Agreement between DOT and the Successful Bidder.
  4. The bid security of the successful bidder will be returned to the successful bidder on the submission of the Performance Security as specified in the RFP document.
  5. For bidders registered with MSME, EMD fee is exempted as per Section 131-O of Bihar Financial Rules 2005 which states that, “bidders registered with Central Purchase Organization/ State Purchase Organization/ National Small Industries Corporation (NSIC) are exempted from payment of Bid Security.” The bidders must submit copy of the registration certificate, valid on the date of submission, to be eligible for EMD exemption. However, the exemption shall not be applicable on the submission of tender fee/ RFP cost and bids submitted without Tender fee shall be rejected.
  6. The Bid Security shall be forfeited in the following cases:
    - a. If the Bidder withdraws its Proposal.
    - b. If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and
    - c. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.
    - d. If the bidder, after the award of work order, fails to submit the performance security within the stipulated time.

## **7. AMENDMENTS TO RFP**

1. At any time prior to the Proposal Due Date, as indicated in the RFP Time Schedule, DOT may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, amend the RFP by the issuance of Addenda. Such Addenda would be posted only on the website [tourism.bihar.gov.in](http://tourism.bihar.gov.in).
2. To allow Bidders reasonable time to take the Addendum into account, or for any other reason, DOT may, at its discretion, extend the Proposal Due Date.

## **8. SELECTION AND EVALUATION CRITERIA**

- The Proposals/Bids received will be scrutinized to assess their eligibility based on the qualifying criteria. Those Proposals/Bids which do not meet the eligibility criteria will be rejected, forthwith, or at any stage of detection.

- The technical proposals submitted by eligible bidders shall be evaluated by a Selection Committee of DOT on the following criteria:

### 8.1. Evaluation of Technical Proposals

S. No	Criteria	Maximum marks
<b>A</b>	<b>Experience of agency in the field of design/ production/ printing of maps</b> I. 10 years and more - 20 Marks II. 07 years and more - 10 Marks III. 05 years and more - 05 Marks	<b>20</b>
<b>B</b>	<b>Average Turnover of last 3 years ending 31<sup>st</sup> March 2023</b> I. Rs. 20 Crores and more - 20 Marks II. Rs. 10 Crores and more - 10 Marks III. Rs. 5 Crores and more – 05 marks	<b>20</b>
<b>C</b>	<b>Experience in printing of Maps</b> I. 10 samples or more - 20 Marks II. 5 to 9 samples- 10 Marks III. 1 to 4 samples - 05 Marks	<b>20</b>
<b>D</b>	<b>Order value of maps developed/ printed for Government Organization</b> I. 3 Orders of minimum Rs. 15 Lakh - 40 Marks II. 2 Orders of minimum Rs. 15 Lakh - 20 Marks III. 1 Order of minimum Rs. 15 Lakh - 10 Marks	<b>40</b>

Note: For this RFP, the Technical Score (ST) has a total weight of 70% of the total marks

### 8.2. Evaluation of Financial Proposals

- The Financial Proposals of bidders whose proposals meet the technical evaluation criteria i.e., **minimum 70% score** in the technical evaluation, shall be opened in the presence of the Bidder's representatives who opt to be present during the opening of financial bid.
- Final evaluation shall be based on total Financial Bid submitted. Bidders will quote the cost of the assignment in Rupees as per the financial proposal format.
- For financial evaluation, the cost inclusive of GST/other applicable taxes indicated in the Financial Proposal shall be evaluated.
- DOT will determine whether the Financial Proposals are complete, unqualified, and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any services shall not entitle the selected Agency to be compensated and the liability to fulfill its obligations as per the scope of services mentioned in this RFP is within the total quoted Service Charge shall be that of the agency.

- Only fixed price financial bids indicating the total price for all deliverables and services specified in this bid document will be considered.
- The bid price will include all taxes and levies including GST and shall be in Indian Rupees and mentioned separately. However, GST shall be payable at applicable rates.
- Any conditional bid would be rejected
- Errors & Rectification - Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".
- **Formula to determine the scores for the Financial Bids shall be as follows:**
  - **SF = (FL / F)\*100, Where**
  - SF is the Financial Score
  - FL is the value of lowest Commercial Bid
  - F is the price quoted in the bid under consideration.

### 8.3. Final Evaluation of Proposals

- The Total score of the Bidder will be determined as under
  - **Total Score (TS) = (0.7 x ST) + (0.3 x SF)**
  - ST is the Technical Score
  - SF is the Financial Score

### 8.4. Selection of Bidder

- The Bidder who obtains the highest Total Score will be rated as the best Bid. In the event of a tie, the bid with the highest technical score (ST) will be rated as the best bid and selected for this assignment.
- If the selected Bidder withdraws its Bids or is not selected for any reason mentioned in this RFP, DoT may invite the second ranked Bidder for negotiations or invite fresh Proposals from these Bidders or take any such measure as may be deemed fit in its discretion, including annulment of the bidding process.

Note: The decision of the Department of Tourism, Government of Bihar shall be final and binding on the bidder (s) / bidding firms.

## 9. PAYMENT TERMS

- Selected agency (ies) on completion of the job to the satisfaction of the Department of Tourism, Government of Bihar, will submit the invoice for the cost of designing and printing, etc. of the Maps.

- No advance payment will be considered.
- Payment will be affected in Indian Rupees only.
- The payment (s) to be made to the agency are subject to deduction of tax (s) Cess leviable by any Government as per extant rules
- DoT may increase the print quantity for which payments shall be made on pro rata basis as per rates finalized for this assignment

## **10. NOTIFICATION OF AWARD**

1. Prior to the expiration of the validity period, Authority will notify the successful Bidder in writing or by email, that its proposal has been accepted (Letter of Intent “LOI”).
2. The Agency shall, within 7 (seven) days of the receipt of the LOI, sign and return the duplicate copy of the LOI in acknowledgement thereof.
3. In the event the duplicate copy of the LOI duly signed by the Agency is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidder as loss and damage suffered by the Authority on account of failure of the Agency to acknowledge the LOI.

## **11. PERFORMANCE BANK GUARANTEE (PBG)**

1. The Bidder shall furnish an Earnest Money Deposit equivalent to 5% of the project value (inclusive of GST) in the form of Bank Draft/ Bank Guarantee in favor of “Director, Department of Tourism, Bihar”, payable at “Patna”. DOT shall not be liable to pay any interest on the security so made and the same shall be interest free.
2. The PBG amount shall remain valid for a period of 60 (sixty) days from the end of contract period, or beyond any period of extension subsequently as determined by DOT.
3. The selected bidder shall be required to extend the validity of the PBG as required during the period of the assignment.

## **12. SIGNING OF CONTRACT**

1. After receiving the Performance Security from the Agency, Department of Tourism (DOT) shall execute the Agreement with the Agency.
2. The Agency shall not be entitled to seek any deviation, modification, or amendment in the Agreement as per Tender norms. After finalization of detailed scope of work, terms & conditions, schedule, and professional fee for the services, the firm selected will be required to enter into a contract agreement with the Authority to provide the envisaged services described in the Scope of work.

3. The selected bidder will be required to comply with the terms as specified in the agreement.
4. The final authority lies at the sole discretion with the Principal Secretary/ Secretary, Department of Tourism.

### 13. EXECUTION OF THE ASSIGNMENT

1. The agency shall complete the tasks as per Terms of reference. DoT shall review the work undertaken and provide necessary approval. The quality of work and time schedule mutually agreed upon shall be considered while the review and approval of work.
2. In the event of Agency closing its business, DoT shall have the power to employ any other agency to complete the work.

### 14. TERMINATION

1. **Termination for defaults** - The client may without prejudice to any other remedy for breach of agreement, by written notice of default sent to the consultants, terminate the agreement in whole or in part:
  - a. If the agency fails to deliver any or all of the services within the time period(s) specified in the agreement or any extension thereof granted by the client in writing.
  - b. If the agency fails to perform any other obligations under the agreement, Or
  - c. If the agency refuses to accept and perform the assignment given by the client.
2. **Termination for insolvency**
  - a. The client may at any time also terminate the agreement by giving written notice to the agency without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the client.
  - b. The client shall have the liberty to postpone or not to execute any work and the t agency shall not be entitled to any compensation for non-execution of the work except the fees which are payable to the agency up to the stage of services already submitted.
  - c. The agreement shall be governed by the Indian laws in force from time to time and the courts at Patna shall alone have exclusive jurisdiction to entertain and try any or all matters arising out of this agreement.
  - d. Any disputes or differences in connection with the agreement shall be to the extent possible, settled amicably between the parties. If it cannot be reached then all disputed issues shall be settled by arbitration as proposed hereafter, subject to termination clause mentioned in this agreement.



## 15. ARBITRATION

1. Any Dispute which is not resolved amicably by conciliation, as provided, shall be decided by reference to arbitration. Any dispute between the parties as to matters arising pursuant to this contract which cannot be settled amicably within thirty (30) days after receipt by one party of the other party's request for amicable settlement will be settled by the reference to the Bihar Arbitration Tribunal constituted by the Bihar Arbitration Tribunal Act, 2008 at the instance of either party.
2. Any Award made by the Bihar Arbitration Tribunal shall be final and binding on the Parties as from the date it is made, and both the parties to this agreement agree and undertake to carry out such Award without delay subject to the further provisions of Bihar Arbitration Tribunal Act, 2008.
3. The Agency and the Government agree that an Award may be enforced against the Agency and/or the Government and their respective assets wherever situated.

**ANNEXURE 1: LETTER OF SUBMISSION**

**(MUST BE SUBMITTED AS PART OF TECHNICAL PROPOSAL ON LETTER HEAD OF APPLICANT)**

To,

**Director Tourism**

Tourism Directorate

Department of Tourism, Government of Bihar

Main Secretariat, Patna - 800015

Date:

**Subject: Request for Proposal (RFP) for Selection of Agency for Tourism Promotional Materials (Single Sheet Maps of Tourist Destinations & Tourism Circuits) for Bihar Tourism**

Sir,

Being duly authorized<sup>1</sup> to represent and act on behalf of (hereinafter referred to as "the Bidder") and having reviewed and fully understood all the requirements and information provided, the undersigned hereby express our interest in Request for Proposal (RFP) for Selection of Agency for Tourism Promotional Materials (Single Sheet Maps of Tourist Destinations & Tourism Circuits) for Bihar Tourism

We confirm that we have examined the terms and conditions published in the RFP advertisement and accordingly submitting the proposal for the captioned project.

We are enclosing our RFP in Original with the details as per the requirements of the document for your evaluation.

The undersigned hereby also declares that the statements made, and the information provided in the RFP is complete, true, and correct in every detail and unconditional.

Yours faithfully,

(Signature of Authorized Signatory)

(Name, title, and Address of the Bidder)

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<sup>1</sup> Bidders to attach Letter of Authorization/ Power of Attorney

**ANNEXURE 2: STATUS OF FIRM WITH YEAR OF ESTABLISHMENT**

<b>S. No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of firms with Address	
2	Type of entity (Pvt. Ltd./ Partnership/ Proprietorship/ LLP/ Others – please specify)	
3	Name of proprietors/ Partners/ Directors	
4	Experience of agency in the field of design, production, and printing of maps	_____ (years)
5	Registration details (Organization, Regn No., Regn date, Validity)	
6	Date of establishment	{DD-MM-YYYY}

**Signature of Authorized Signatory**

**Note:**

- **Annexure 2 with all details must be submitted with technical proposal**

**ANNEXURE 3: TURNOVER DETAILS (on the letter head of auditor)**

No.	Period	Turnover (INR)		Remarks (If Any)
		Amount in Figure	Amount in Words	
1	2020-21			
2	2021-22			
3	2022-23			
	<b>Total</b>			

**Note: Attach Copy of Audited Financial Statement for the Last 3 Financial Years**

**Signature of Authorized Signatory**

**Note:**

- To be submitted with technical proposal
- The Certificate must be issued by auditor and must indicate registration details of the auditor

**ANNEXURE 4.1**

**Experience in cartography, designing and production of maps of country /city/ region/state  
based on GIS technology**

Sl. No.	Name & location of project	Client details	F.Y.	Project Cost (INR Lakh)	Details of the project	Documentary evidence

{Add more rows if required}

**Signature of Authorized Signatory**

**Documentary Evidence required**

- Bidder must submit Work Order/ Letter of Intent/ Letter of Award duly certified by authorized signatory of the bidding company

**ANNEXURE 4.2B - Experience of executing at least one order of minimum value of Rs. 15 Lakhs for designing and/or printing of maps for any central government/state government/PSU of India.**

Sl. No.	Name & location of project	Government Client Details	F.Y.	Project Cost (INR Lakh)	Details of the project	Documentary evidence

{Add more rows if required}

**Signature of Authorized Signatory**

**Documentary evidence required**

- Samples of Maps
- Work Order/ Letter of Intent/ Letter of Award and duly certified by authorized signatory of the bidding company

### ANNEXURE 5: Prescribed Proforma for Financial Bid

(To be submitted on bidder's letter head in a sealed envelope clearly marked "Financial Bid- Do Not Open with Technical Bid")

Sub: Financial Proposal for the "Selection of Agency for Tourism Promotional Materials (Single Sheet Maps of Tourist Destinations & Tourism Circuits) for Bihar Tourism"

No.	Particulars (A)	Quantity (B)	Price quote Per Unit (Inclusive of all taxes) (C)	Total Price quote (Inclusive of all taxes) (D) = B * C
1	Bihar State Tourist Map	10,000		
2	Ramayana Circuit Map	10,000		
3	Buddhist Circuit Map	10,000		
4	Jain Circuit Map	10,000		
5	Sufi Circuit Map	10,000		
6	Sikh Circuit Map	10,000		
7	Eco-Tourism Circuit Map	10,000		
8	Heritage City-Gaya & Bodh Gaya Tourist Map	10,000		
9	Nalanda & Rajgir Tourist Map	10,000		
10	Walk Map of Nalanda Archaeological Site	10,000		
11	Walk Map of Bodh Gaya Temple Complex	10,000		
12	Walk Map of Patna Zoo	10,000		
13	Walk Map of Rajgir Wildlife Safari	10,000		
14	Patna Tourist Map	10,000		
15	Craft, Culture & Cuisines of Bihar	10,000		
16	Wildlife & Bird sanctuaries of Bihar	10,000		
<b>Grand Total (inclusive of all taxes and GST)</b>				<b>INR _____</b>

**Note:**

1. The Grand Total (inclusive of all taxes and GST) shall be bid variable.
2. Cost for additional quantity shall be payable on pro rata basis

I/ We shall abide by the above offer/quote and terms condition of the RFP, if the Authority selects the bidder for this work.

I/ We agree that DoT is not bound to accept any bid that you may receive.

We declare that the information stated above and enclosed is complete and absolutely correct and any error or omission therein, accidental, or otherwise, as a result of which our bid is found to be non-responsive, will be sufficient for Bihar Tourism to reject our bid and forfeit our bid security in full.

Sincerely,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name of the Firm/Agency \_\_\_\_\_



Designation \_\_\_\_\_

Complete postal and E mail address

.....  
.....

Phone ..... Mobile phone.....

(Financial Bids should be typed and duly signed)